Corporate Health Excellence Checklist

Indicated by checking the boxes provided in each category the 1) level of service, 2) dissemination to appropriate employee populations, and 3) quality assurance of program. Programs are comprehensive complete and possibly excellent if all three boxes are checked in each category.

1.0 Healthy People

		Implemented	Well deployed	Measured and showing Trends	Implemented	Deployed	Measured (Trends)
1.1	Health evaluation of employees	☐	☐	☐	Programs exist to assess hazards, risks, and monitor exposures	Assessments are preventive and reactive across a defined population	Safety and compliance issues are directly effected by these programs
1.2	Diagnosis and treatment of occupational and environmental injuries or illness, including rehabilitation	☐	☐	☐	There are an ongoing assessments and investigations of activities, jobs and exposure issues	Identifies past and emerging issues with a systematic process to track improvements	Tracks reductions in accidents, injuries and disability related to program design
1.3	Assistance in rehabilitation of alcohol and drug-dependent employees or those with emotional disorders	☐	☐	☐	Programs offer prevention, early intervention and treatment services	Coverage for substance abuse issues has parity to other health treatments	Mental health, alcohol and substance abuse metric programs demonstrate reductions in risks
1.4	Emergency treatment of non-occupational injury or illness, and palliative treatment of disorders	☐	☐	☐	Services are assessable and reactive to employee's urgent and non-urgent issues	Services are equally dispersed to all shifts, locations and populations	Productivity, loss days, return to work are direct outcomes of the program
1.5	Immunization against maximum occupational infections and other infectious diseases	☐	☐	☐	Programs assess risks to travelers and other susceptible populations	Services cover all at risk populations (travelers and at risk populations)	Immunizations rates and outcomes metrics attest to program effectiveness
1.6	Collaborative treatment of non-occupational conditions	☐	☐	☐	Programs and services actively invite business and community team work	Employees, managers and local medical community are involved in programs	Outcomes are assesses for quality and impact on locations and community

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2.0 Healthy Environment

		Implemented	Well deployed	Measured and showing Trends	Implemented	Deployed	Measured (Trends)
2.1	Evaluation, inspection, and abatement of workplace hazards	☐	☐	☐	Programs exist to assess hazards, risks, and monitor exposures	Assessments are preventive and reactive across a defined risk population	Safety and compliance issues are directly effected by these program
2.2	Education of employees in jobs where potential occupational hazards exist which may be specific to the job, instruction of methods of prevention and on recognition of maximum adverse health effects	☐	☐	☐	Programs accurately describe potential hazards and educate employees of risks	Systems describe, refine, and react to emerging risks	Employee knowledge and participation predict reductions in exposures and risks
2.3	Implementation of programs for the use of indicated personal protective devices (PPE)	☐	☐	☐	Assessments are conducted to determine type, use, and education of PPE	Employees populations are offered a choice of PPE for defined risks	PPE use is documented and reductions in exposures are related to proper use
2.4	Toxicological assessments, including advice on chemical substances that have not had adequate toxicological testing (Optional for service sector businesses)	☐	☐	☐	Ongoing assessments are made of potential toxic exposures	Existing materials including introduction of new chemicals, equipment, and processes for hazard potential are tracked	Processes show reductions of potential hazards and/or reduce numbers of toxics used
2.5	Environmental protection program	☐	☐	☐	Controls are in place to reduce environmental releases with clear leadership, stewardship, and planning	Assessments of potential environmental hazards are done with associated prevention, drilling, and planning	Reductions in environmental releases, mishaps, and severity are demonstrated
2.6	Disaster preparedness planning for the workplace and the community	☐	☐	☐	Community resources are assessed and associated drilling/planning processes defined	Employees, managers and the community are involved in disaster preparedness	Responses to actual or drilling situations meet or exceed planned outcomes

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3.0 Healthy Company

		Implemented	Well deployed	Measured and showing Trends	Implemented	Deployed	Measured (Trends)
3.1	Health education and counseling	☐	☐	☐	Programs exist to address non-occupational health risks and wellness concerns	Risk communication and programs include general and targeted populations at risk	Assessments document education effectiveness and risk reductions
3.2	Assistance in control of illness-related absence from job	☐	☐	☐	Policy, guidelines and best practices promote early return to work, disability and risk reductions	All covered members have access to programs and input into benefits	Reductions in lost days and disability demonstrated program effectiveness
3.3	Participation in planning, providing and assessing the quality of employee health benefits	☐	☐	☐	Quality health care and benefits are evaluated by qualified professionals and offered to employees and families	Covered members have ready access to cost effective and quality health services	Health, wellness, costs, and quality metrics show continuous improvement
3.4	Assistance in evaluation of personal health care	☐	☐	☐	Covered populations have impact and access to information concerning health, safety and programs	Communications if health and safety is assured	Populations showing understanding and interest in personal health care
3.5	Medical interpretation/participation in development of governmental Health and Safety regulations (**Optional to smaller employers**)	☐	☐	☐	The business is active in committees, community, and regulatory rules and statute development that promote Health and Safety	Assures the protection of employees and company risks through appropriate lobbying and committee work	Staff and line management have goals that show interactions and outcomes of success
3.6	Termination and retirement administration	☐	☐	☐	Health status is evaluated and documented for at-risk employees leaving the organization	Records policy retention schedules and communication processes exist all employees	Continuous improvement plans demonstrate appropriate retention and communication

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4.0 Management & Leadership

		Implemented	Well deployed	Measured and showing Trends	Implemented	Deployed	Measured (Trends)
4.1	Administration, organization, innovation, values	☐	☐	☐	Clear vision, mission and policies exist to promote safety, health and environmental activities	The planning process clearly follows through organizational design and leadership	Planning shows Systematic impact on health and safety activities, actions, and business impact
4.2	Periodic evaluation of the occupational and environmental health program	☐	☐	☐	Policies and programs have clear quality assurance processes and work toward best practices	Key goals and standards demonstrate health and safety improvement to employee population	Effectiveness has clear metrics and periodic reviews
4.3	Biostatistics and epidemiologic assessments (**Optional for Service Sector**)	☐	☐	☐	The company is committed to an ongoing effort to evaluate health and safety risks and when possible participate in studies	At risk populations, clusters of injuries or illnesses are tracked and investigated	Findings are systematically evaluated and results communicated
4.4	Participation in systematic research (**Optional for Service Sector**)	☐	☐	☐	Companies, when appropriate, use consultants or academic institutions to improve health and safety processes	Processes or products that have potential health, safety or environmental are effectively communicated	Publications and reports demonstrate value of study outcomes
4.5	Maintenance of occupational medical records	☐	☐	☐	Policies and practices are in place to protect confidentiality and comply with record retention schedules	Clear documentation exists to list all record types (paper & electronic) and retention processes	Audits, and quality reviews evaluate program goals and compliance